# SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW OFFSITE ASSESSMENT TOOL MODULE: VERIFICATION

**Questions 200 - 204** 

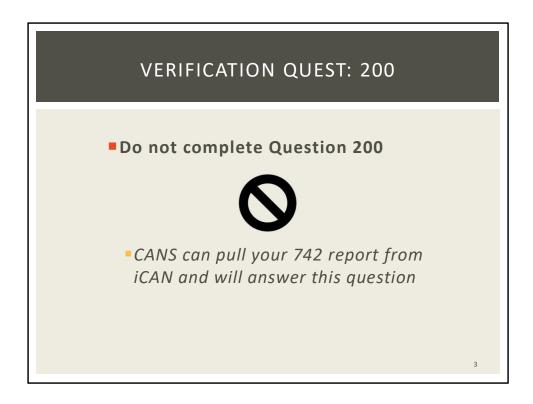
Welcome to the SD Child and Adult Nutrition Services webinar. The following training will provide a brief overview for the 200-series of the Administrative Review, also known as the Verification Module.

#### VERIFICATION

- Verification is a process used by SFAs to confirm selected students' eligibility for free and reduced-price meals in the NSLP and SBP.
- Verification is only required for a sample of students whose eligibility is certified using:
- Household application submitted with income information or
- 2. Case number for the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF).

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For the first question in this series, question 200, you should not answer it, because CANS will answer this question based on the submitted Verification Collection Report.

VERIFICATION QUEST: 201		
Who serves as the SFA's verifying official?		
Please list your verifying official name and title		
<ul> <li>This person can be found in your iCAN Sponso Application, question #37</li> <li>Verifying Official</li> </ul>	r	
<ol> <li>This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.</li> </ol>		
Name/Title:		
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Next is Question 201 which asks: Who conducts the Verification activities for the school?

To answer this you need to list the name and title of your verifying official. This person can be found in #37 of the school's iCAN Sponsor Application.

VERIFICATION QUEST: 202	
<ul> <li>Who serves as your confirming official?</li> <li>Please list your confirming official name an</li> <li>This person can be found in Question #38 of iCAN Sponsor Application.</li> </ul>	
38. This person serves as a "second set of eyes" for reviewing applications that are selected by the Verthe verification process.  Name/Title:	rifying Official for

Question 202: Who is the Confirming Official?

The Confirming Official reviews applications selected for Verification prior to notifying the households of selection. This person can be found in #38 of the Sponsor Application in iCAN. Just list their name and title to complete this question.

# **VERIFICATION QUEST: 203**

- Describe your SFA's verification process (including SFA's verification for cause process).
  - Please describe your verification process
  - Please describe your verification for cause process



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Next is Question 203: Describe your SFA's verification process (including SFA's verification for cause process).

For this, describe your verification process and also describe your verification for cause process

# **VERIFICATION QUEST: 204**

Does the SFA use an electronic system to identify error-prone application?

(Error-prone applications are those within \$100/month or \$1,200/annual of changing benefits.)

Answer Yes or No



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204 asks: Does the SFA use an electronic system to identify error-prone application? Error-prone applications are those within \$100/month or \$1,200/annual of changing benefits.

This is a yes or no question.

### VERIFICATION QUEST: 204 CONTINUTED

- Answer Yes or No
  - Yes-your SFA uses an electronic system to identify error-prone applications; explain the process
    - •If yes, explain in the comments what software the SFA uses.
  - No-your SFA uses a manual system to identify error-prone applications



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Answer Yes if your SFA uses an electronic system to identify error-prone applications and then explain the process

Also if you answer yes, explain what software the SFA uses in the comments section.

Answer No if your SFA uses a manual system to identify error-prone applications

# **CONTACT US!**

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at DOESchoolLunch@state.sds.us or give us a call at 605-773-3413, or you can visit our website.

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(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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